
Meeting Minutes

Public Body Procurement Workgroup

July 14, 2021, at 2:00 p.m.

Patrick Henry Building, East Reading Room

1111 East Broad Street, Richmond, VA 23219

<https://dgs.virginia.gov/dgs/directors-office/procurement-workgroup/>

The Public Body Procurement Workgroup (Workgroup) met in person with DGS, Director Joe Damico calling the meeting to order. The meeting began with the approval of the meeting minutes from June 16, 2021 followed by member group discussion of subcontract oversight recommendations. Materials presented at the meeting are accessible through the [Workgroup's website](#).

Member Attendees: Amigo Wade (DLS), Charles Kennington (on behalf of Adam Rosatelli, Senate and Finance Appropriations), Dan Wolf (VITA), Patti Innocenti (VAGP), Jason Saunders (DPB), Jennifer Mayton (DSBSD), Joe Damico (DGS), Julie Whitlock (OAG), Kim McKay (House Appropriations), and Lisa Pride (VDOT)).

I. Administrative Actions – 2:01 p.m.

A. *Call to Order*

Joe Damico, DGS, Director

B. *Approval of Minutes – No Comments Presented*

Motion to Approve: Julie Whitlock

Second: Jason Saunders

Approved: Approved by all members

II. SME Topic Discussion (continued from June 16th) – 2:03 p.m.

A. *Reports for examining best practices to provide oversight of subcontracts and recommendations were presented:*

1. A compiled list of recommendations, submitted by the Workgroup members was grouped into the following categories and discussed: Subcontracting plans, reporting and penalties.

III. DGS Presentation of draft report recommendations– 3:46 p.m.

Based on member discussion, this item was deferred to the Workgroup meeting scheduled for July 28, 2021.

IV. Next Steps – 3:47 p.m.

Workgroup members were encouraged to review the recommendations and provide feedback via email to the Workgroup email address. DGS will incorporate discussed changes and issue an updated version of the recommendations, once available.

V. Workgroup Timeline – 3:47 p.m.

The Workgroup timeline was presented to meet the project completion date of September 1, 2021.

VI. Member Discussions – 3:47 p.m.

The following member discussions were conducted: No additional discussions.

VII. Public Comments – 3:47 p.m.

The following public comments were presented: No public comments presented.

VIII. Next Meeting

The next meeting is tentatively scheduled for July 28, 2021. The next meeting will be offered for in person attendance and information about attendance procedures will be shared with the member group and on the website at a future date.

IX. Meeting Adjourned

With no further business to discuss, the meeting adjourned at 3:49 p.m.

For more information, see the [Workgroup's website](#) or contact the Procurement Workgroup at pwg@dgs.virginia.gov.
